



TOWN OF SOUTHAMPTON
CODE ENFORCEMENT
INVESTIGATIONS & ENFORCEMENT UNIT
 116 Hampton Road, Southampton, NY 11968
 Ph: 631-702-1700 Fx: 631-283-2694
www.southamptontownny.gov/codeenforcement

Kenneth Glogg
 Senior Town Investigator

Christopher Fraser
 Code Enforcement Officer

COMPLAINT FORM

The Investigations & Enforcement Unit discovers many problems while on patrol, however, complaints provided by the public are invaluable in assisting us with finding many life and health safety problems, as well as other violations of the Southampton Town Code. All complaints are investigated, but additional information is always helpful. Please provide any documentation or photos you may wish to have reviewed. Provide as much information as you can to assist us in resolving this concern expeditiously. Please remember that an investigation does not mean that all problems will be resolved quickly. Due process must be followed. You may send this to the Investigations & Enforcement Unit by facsimile or mail at the above location.

VIOLATION ADDRESS: Street Number _____ Street Name _____
 Hamlet _____
 Closest Cross Street _____
 Name of involved individual (a)/business (if known) _____

BRIEF DESCRIPTION OF COMPLAINT (e.g. people living in basement; excessive vehicles; litter) _____

WHAT IS THE BEST TIME OF DAY or DAY OF THE WEEK TO OBSERVE THE VIOLATION?

HAVE ANY PREVIOUS COMPLAINT MADE? ☐ UNKNOWN ☐ NO ☐ YES - DATE MADE _____

IS THE LOCATION OF THE COMPLAINT OCCUPIED BY THE OWNER? ☐ UNKNOWN ☐ NO ☐ YES

OWNER NAME (if known) _____
 ADDRESS _____

I AFFIRM THAT ALL INFORMATION PROVIDED IN THIS COMPLAINT IS TRUE AND FACTUAL

_____/_____/_____
 YOUR SIGNATURE PRINT NAME DATE

Request by Name _____
 Telephone Number(s) _____
 Address _____
 E-mail address _____

Do you want to be contacted? ☐ Yes ☐ No

Office Use Only Complaint # _____ SCTM# _____ - _____ - _____ DATE RETURNED _____